

# **MINUTES**

## **For**

### **RDU PMii User Group Meeting #1**

**(Prepared by Ron Allen)**

The Roadway Design Unit PMii User Group had its' first meeting on April 11, 2006 in the Roadway Design Conference Room. The following group members were in attendance:

Ron Allen  
Greg Brew  
Jimmy Goodnight  
Gary Lovering  
Ron McCollum  
Rekha Patel  
Robert Stroup  
Roger Thomas

The goal of this first meeting was to develop the purpose for this committee and lay the groundwork for how it should function. A discussion was held regarding the "ground rules" for future meetings, common goals of the committee, and future agenda items.

- **"Ground Rules"**

**Length of meetings** – the group decided that we would restrict the meetings to 2 hours or less

**Frequency of meetings** – meetings were established on the calendar throughout the remainder of 2006 and set up for about every 6 weeks

**Representation** – the group felt that there was a good mix of Project Engineer and Squad Leader representation, as well as representation from the three main groups (Allen, Sykes, & Blevins). A comment was made that there was concern expressed from others outside the User Group that we did not have representation from each PE group. The User Group felt that if we made the committee too large that it would become ineffective. Also, through sharing of information from this group via minutes, web site, etc. and through the establishment of common unit-wide agenda items we can make sure everyone feels represented. *(After the first meeting, Jay Bennett asked to be included on future meetings and he would attend if his schedule allowed. He would like to become more "in tune" with some of the PMii issues that are being experienced)*

**Notes and minutes** – minutes will be prepared on a rotation basis based on last name. Greg Brew will prepare minutes for the next meeting. The remaining order is shown in the attendance list above.

- **Purpose of Committee**

Next we had a brain storming session for everyone to get a chance to verbalize what direction they think this committee should head. We also established some short term and long term goals. The following is a list that the group developed with a member assignment beside each one so that we can begin to pull together information for future meetings and establish agenda topics. The items in **bold** are the ones we felt were short-term goals where we could possibly get quick results from our efforts.

1. Develop specific Roadway Design Rules/Guidelines for use of the system (All)
  2. **Develop a “trouble shooting” database with a FAQ section and a simplified internal help guide (general knowledge base) for sharing of tips and tricks.** (Greg, Jimmy)
  3. **Develop a “Quick User Guide”** (Rekha, Robert)
  4. **Standardized Roadway guidelines. i.e. when to confirm activities** (Gary and Ron M<sup>c</sup>)
  5. Rescheduling process-How to make easier
  6. **What’s the best way to, or who should, police system?** (Ron Allen)
  7. Capacity reporting (mandays) - What do we work on now?
  8. Develop general standardized reports.
  9. **Barchart - provide enhancements & tech support to Bill Miller’s process. Work on barchart plotting issues.** (Greg, Gary, Roger)
  10. Standardized reporting for scheduling meetings (6 mo. R/W, Document review meetings, TIP scheduling, etc.)
  11. Enhancements & revisions to existing and standard networks
  12. **In-house Training** (All)
  13. **Allot space on web site to share information** (Roger)
- **Next Meeting** - the next meeting will be held **May 24, 2006 at 10:00 a.m.** in the Roadway Design Conference Room.